



# Important DATES for TEACHERS / ADMINISTRATORS

Note: This document is not all encompassing and should not be used as the only resource to assist you in identifying appropriate leaves/termination dates.

Key documents to view:

- Provincial Collective Agreement (CA)
- GVSD Policy GCC – Professional Staff Leave & Absences (incl. Leave without Remuneration)
- Deferred Salary Leave Plan
- Teacher General Contract or Form 2 Contract
- Public Schools Act

<b>DEADLINES</b>						
September 30	November 30	January 31	February 15	March 31	April 30	May 31
Request for Leave of Absence without remuneration for January Confirmation to employee by November 22nd	Resignation for <b>Teacher General</b> and <b>Form 2</b> Contracts for December 31. Includes requests for partial reductions	School Administrators to Request LOA for following school year / term. ( <b>Principals / Vice Principals</b> )	Leave of Absence without remuneration for September Confirmation to employee by April 15th	Application for participation in the Deferred Salary Leave Plan	Resignations for teachers on a <b>Teacher General Contract</b> . (Became permanent on or after December 7, 2004)	Resignations for teachers on a <b>Form 2 Contract</b> .

<p>Provincial Collective Agreement: 7.06 MATERNITY AND PARENTAL/ADOPTIVE LEAVE</p> <p><b>3. The Teacher and the School Division may mutually agree to extend the length of the leave if the employee so desires.</b> Any such arrangements shall be confirmed in writing by the School Division. The Employment Standards Code shall apply; however, a period of maternity leave longer than contemplated in the Employment Standards Code may be agreed between the Teacher and the School Division to their mutual satisfaction and may include a determination that when the maternity leave expires during a school term, the Teacher may return to work at the commencement of the term immediately following the expiration of the leave. For the purpose of this section "term" means either the months of September to December or January to June, or the commencement of a semester, as the case may be.</p>	<p>GVSD Policy: GCC – Professional Staff Leaves &amp; Absences: <b>Leaves without Remuneration</b></p> <ul style="list-style-type: none"> <li>• Leave of absence without remuneration may be granted, at the discretion of the Board, for a semester/term or a school year to teachers who:             <ul style="list-style-type: none"> <li>a) for upgrading professional qualifications, have been employed in schools of GVSD for 3 or more complete contract years</li> <li>b) for other reasons, have been employed in the division for 5 or more complete contract years.</li> </ul> </li> <li>• A leave is subject to obtaining a suitable replacement teacher.</li> <li>• See above for deadlines as per above table</li> <li>• Leaves will not normally be granted more than once during any 4-year period.</li> </ul>
--	---

If you have any questions or concerns, contact the GVTA President:  
**president@gvta.mbteach.org** or **431-775-4282**